

Our values: Pursuit of Excellence, Integrity, Collaboration & Spreading Good Cheer

Lake Geneva REGIONAL NEWS



Keeping you current since 1872

Administrative Assistant

Are you a detail-oriented writer who can also handle administrative responsibilities? If so, then the Lake Geneva Regional News has a great opportunity for you.

We're looking for a full-time administrative assistant to work with our general manager. The ideal candidate is highly organized, can balance multiple assignments at one time and assist our sales team in organizing display advertising.

The Regional News is looking for an applicant who is computer savvy with great written and oral communications skills and can communicate effectively with clients and coworkers.

Applicants should be familiar with Microsoft Excel and Word, Adobe InDesign and Photoshop. A degree in journalism or English or related discipline is preferred.

If you would like to join our team, please send a letter of interest and resume to:

Robert Ireland
P.O. Box 937
Lake Geneva, WI 53147

Applications can also be sent to rireland@lakegenevanews.net

Equal Opportunity Employer